



**MINUTES**  
**COMMITTEE OF THE WHOLE MEETING**  
**Monday, December 8, 2014**

**Present:**

Mayor Blomberg	Trustee Brandt
Trustee Feldman (arrived at 7:38 p.m.)	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
<del>Village Treasurer Curtis</del>	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development	Village Planner Robles
Director McNellis	Management Analyst Shoukry

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:36 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the November 24, 2014 Committee of the Whole Meeting Minutes.**

The minutes of the November 24, 2014 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Status Update on the Lincolnshire Downtown Project (DK Mallon)**

Community & Economic Development Director McNellis informed the Board Mr. Mike Mallon with DK Mallon and his team is in attendance to provide the Board with an update of his firm's tenant search and the current schedule for the Downtown Project.

Mr. Mike Mallon, Sr. Vice President & Managing Director of DK Mallon introduced Kurt Warnke, Leasing Manager with DK Mallon and Arnold Blake, Leasing Manager with DK Mallon.

Mr. Mallon presented an update on prospective tenants and a revised timeline for construction that envisioned a start date in 2015. The following items were outlined in Mr. Mallon's update: overall development status, leasing strategy and update, a proposed review and approval schedule, the proposed construction schedule, and a signage update.

Trustee Feldman asked what the barriers are for getting tenants in the center. Mr. Mallon noted the location appears to be more of a smaller tenant location, and many of the businesses contacted do not feel there is a specific need in this location. The Fresh Market as the anchor tenant had a slow start and it appears they have picked up but this has been a barrier for potential tenants as well.

Trustee McDonough asked what the proposed look of the signage would be and what the location was for placement of the signs. Mr. Mallon deferred this to staff. Community & Economic Development Director McNellis noted there are a total of three signs; one at the corner and one at each of the entrances which are temporary leasing, directional signs. The goal is to lead people into the center.

Trustee Brandt noted lighting was an issue and thought it would be beneficial to light the tower. Mr. Mallon noted his agreement with improving the lighting, but noted his firm does not have anything to do with The Fresh Market's decisions to light their building other than communicating this to them. Village Manager Burke stated as a result of the June meeting, staff followed-up with the Fresh Market regarding tower lighting, facade lighting and parking lot illumination to give them a number of opportunities and suggestions. The turnaround time for any improvements is a challenge since it all goes through the Fresh Market corporate. Community & Economic Development Director McNellis noted his understanding from the meeting was that the Fresh Market wanted to focus on interior changes first.

Mr. Mallon stated if there are ideas for tenants at the center, please forward any information to DK Mallon and they will reach out to the suggested retailers.

### **3.12 Consideration and Discussion of an Annexation Feasibility Study Framework to Identify Potential Properties for Annexation (Village of Lincolnshire)**

Village Planner Robles provided a presentation introducing an annexation feasibility study staff is proposing to identify potential properties for annexation. Staff identified six focus areas and is looking for direction from the Board regarding moving forward or concerns with the identified focus areas.

Mayor Blomberg expressed his opinion the Village should not pursue annexation analysis or research for the properties located west of Elm Road.

There was a brief discussion regarding Indian Creek relative to recent requests for sewer and water connection.

Trustee Brandt asked what costs would be involved. Village Planner Robles noted this would be handled internally so the cost would be staff time.

It was the consensus of the Board to move forward with an analysis of the identified focus areas limiting area three to the east side of Elm Road and bring the information back to the Board.

### **3.13 Continued Consideration of Amendments to the Lincolnshire Comprehensive Plan Revising Future Land Use Classifications and Recommendations for Select Focus Areas (Village of Lincolnshire)**

Community & Economic Development Director McNellis provided an update to the proposed amendments to the Comprehensive Plan revising future land use classification for select focus areas as a result of the Zoning Board recommendation. At the last Committee of the Whole meeting, the Board requested additional information related primarily to the Aon/Hewitt tollway campus. Staff has confirmed there is no asking price for the Aon/Hewitt property and at this time they are accepting bids on the project. Staff was also asked to provide concept plans for the Florsheim property and they have been included in the packet. Staff also provided plans for the Astellas campus in Glenview at the request of the Board.

Trustee Brandt noted the reason she requested the previous approved plans for the Florsheim property was to show the potential of 200 plus units.

A conversation regarding plans for the Aon/Hewitt project followed. Trustee Feldman noted her opinion was this property would be great for a Park District.

Trustee Brandt noted if there is an interested party for the focus locations, they can come before the Board but didn't think the Comprehensive Plan needed to be changed at this time. Trustees McDonough and McAllister agreed with Trustee Brandt. Community & Economic Development Director McNellis asked if this would be the case for all three. The Sedgebrook proposal is similar to what is being proposed currently, and if it does not go through, is the Board still interested in attached residential for this parcel. A brief conversation followed regarding the Sedgebrook proposal.

It was the consensus of the Board not to change the Comprehensive Plan at this time.

### 3.2 Finance and Administration

#### **3.21 Consideration and Discussion of Proposed Resident Feedback Survey (Village of Lincolnshire)**

Management Analyst Shoukry provided a summary of the proposed resident feedback survey.

Trustee McAllister recommended having the survey promoted as an event so the feedback numbers would be high. Management Analyst Shoukry noted staff is recommending the use of the three-step postcard to get higher feedback numbers from surveys done in the past.

Trustee Grujanac asked if the survey could be done digitally through Facebook. Management Analyst Shoukry noted staff would be supporting this through the Facebook feed, E-news and the website. Village Manager Burke noted the actual survey is completely digital, and residents would receive a link to complete the survey digitally. The post cards are meant to engage people to complete the survey through a link online.

Trustees Grujanac and Servi asked if there could be an incentive involved. Village Manager Burke mentioned when thought about using an incentive staff ultimately thought people would want to engage their community and the incentive wasn't necessary.

Trustee Feldman asked if the survey could be included as part of the Fourth of July event. A discussion followed on marketing the survey.

The time-frame for the survey was briefly discussed.

Trustee Grujanac recommended translating the survey in the top three languages spoken in Lincolnshire. Mayor Blomberg noted his opinion was the effort involved in preparing the translation could diminish returns. Trustee Brandt did not feel the survey should be translated in other languages.

Trustee Servi suggested using addresses as a point of reference instead of mentioning specific businesses in the survey.

There was a consensus of the Board to revise and promote the survey as noted by the Board prior to publication.

3.3 Public Works

3.4 Public Safety

**3.41 Consideration and Discussion of Proposal to Implement an Administrative Adjudication Program (Village of Lincolnshire)**

Chief of Police Kinsey provided a summary of the proposed Administrative Adjudication Program. This program would involve hiring a hearing officer. Under State Statute, there are specific requirements as to who can be selected as a hearing officer. The two main requirements are that the hearing officer undergo a formal training program and be an attorney licensed to practice law in this state for at least three years.

Trustee Servi asked what the cost would be per month for the hearing officer verses not having to pay for prosecutor time. Chief of Police Kinsey noted the two would complement each other. Hiring a Hearing Officer will reduce the amount of time a prosecutor would need to spend in court.

Village Attorney Simon asked if the Board would consider an intergovernmental agreement to share the services with another municipality.

It was the consensus of the Board to pursue this program and the possibility of sharing services with another municipality.

3.5 Public Safety

3.6 Parks and Recreation

3.7 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

Trustee Brandt noted Stevenson Football team won the State Championships. Village Manager Burke has been in touch with the Athletic Director for suggestions and staff is anticipating having them attend a Board meeting in January. Trustee Grujanac suggested putting up a sign on the street stating “Lincolnshire, Home of the Stevenson Football State Champions” Village Manager Burke noted staff would contact IDOT to see if this was a possibility.

Trustee Servi asked if the Cable TV station is working. Management Analyst Shoukry noted Comcast had an issue and it has been repaired.

Trustees Brandt and Feldman noted the Tree Lighting Ceremony was a great event but in need of garbage cans. Trustee Grujanac suggested having this event earlier in the season. Mayor Blomberg noted each year the timing of the event is discussed.

Mayor Blomberg noted the Marine Corps Reserves are currently collecting Toys for Tots and there is a drop-box at the Village Hall.

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**

Trustee McAllister moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 8:37 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk